



DATE: April 15, 2014

TO: Directors, Deputy/Assistant Directors for Family Investment

FROM: Rosemary Malone, Executive Director, FIA

Debbie Ruppert, Executive Director, DHMH/OES

RE: Processing Maryland Health Connection (MHC) Applications for Childless Adults Under 65

On March 3, 2014, the Department of Human Resources (DHR) and the Department of Health and Mental Hygiene (DHMH) established procedures for transferring MHC applications filed by Childless Adults under 65 **meeting the Medicaid Expansion criteria**. DHMH's Eligibility Determination Division (EDD) began processing MHC applications received from the four large jurisdictions (Anne Arundel, Baltimore, Montgomery and Prince George's Counties). This process is expanding to include all local departments of social services.

ACTION REQUIRED:

- A. Applications for childless adults not meeting Medicaid Expansion criteria should be processed in CARES according to procedures in Action Transmittal 14-10. If the childless adult wishes to apply for retroactive benefits effective January, process the case in CARES using the S98 workaround procedures in Action Transmittal 14-10. Effective **April 14, 2014**, LDSS staff will no longer process applications filed by applicants **meeting the Medicaid Expansion criteria** as Childless Adults under 65 in CARES. EDD will determine eligibility for this population. In addition, all Medicaid applications filed by customers applying for or receiving Temporary Disability Assistance Program (TDAP) Type 1 benefits will be processed by EDD. The LDSS will be responsible for any applications received prior to April 14, 2014.
- B. Please identify staff in your jurisdictions to batch and transfer all MHC short form applications for Childless Adults under 65 **meeting the Medicaid Expansion criteria**, daily to EDD for processing. **Primary Adult Care applications will not be accepted**. When transferring the applications, staff must submit the screening log (see attachment) listing all batched MHC applications with the transfer.
- C. The date stamped MHC application (**short form-MHC 10091113B**), for Childless Adults under 65 applicants and the completed screening log must accompany all batched applications, unless you are sending additional documentation received after the application has been sent. LDSS staff must maintain a copy of all documentation sent. The screening log must include the:
 - a. Date the applications were sent;
 - b. Sender's name;
 - c. District Office;
 - d. Phone Number;

- e. Primary Applicant Name;
- f. Applicant's address
- g. MHC Application; and
- h. Any supporting documentation

D. Batch the applications and supporting documentation and send daily to:

DHMH PAC Childless Adults
P.O. BOX 386
Baltimore, Maryland 21203

Note: For urgent cases, please e-mail the application to: dhmh.oesed@maryland.gov

Please contact the FIA Office of Health Care Initiatives at FIA.RRT@maryland.gov if you have any questions. Thanks for your continued efforts to ensure customers applying for MA receive the health coverage they need.

Attachment

cc: OES Management Staff
FIA Management Staff